

2/11 (14)

Christine Joyce

From: Dean Charter
Sent: Wednesday, January 09, 2013 11:50 AM
To: Manager Department
Subject: Garden Club plant sale
Attachments: plant sale 2013.pdf

Attached please find the annual request from the Acton Garden Club to locate the plant sale on the Town Common, as in prior years. I have no issues with this request. They are also asking permission to place signs on the Common for the event, and I know that this has been a subject of discussion of late.

January 7, 2013

Dean Charter
Director of Municipal Properties
472 Main Street
Acton, MA 01720

Dear Dean,

Although the spring weather seems far away, the Acton Garden Club is already planning for our annual Plant Sale. We are requesting permission to hold our annual sale on Saturday, May 18, from 9AM to 1PM, on the Acton Center Monument Lawn. Set-up would begin at 6AM and we expect to finish with cleanup by 3PM. We would also like to place 2 sandwich board signs on the monument lawn about 14 days prior to May 19th to advertise the sale.

We are also requesting temporary use of the Red House across from the lawn to process our plants before the sale. This includes the drop off of plants from our members and labeling, pricing, and storing of the plants. This takes place the week before the sale on Tuesday, Wednesday, and Thursday, approximately 4-5 hours a day. We would use one bay of the garage, the basement, and the fenced area in back of the garage. It would immensely facilitate our early morning set-up on Saturday. We will be sure to leave all facilities clean.

Thank you in advance for your cooperation. We appreciate the town's support of our major fundraiser.

Sincerely,



Plant Sale Chair
Alan Cushing
23 Ethan Allen Drive
Acton, Ma. 01720
978-263-4335

Plant Sale Chair
Gena Manalan
7 Kelley Rd
Acton, Ma. 01720
978-263-3475